



# Electrical Institute

1212 Wedgewood Lane  
Leonardtown, Wisconsin 12345-6789  
(123) 456-7890

November 6, 2000

## Sample Letter

U.S. Department of Education  
Default Management Division  
ATTN: Withdrawing an  
Erroneous Data Appeal  
Portals Building, Room 6300  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5353

**OPE ID#:** 000030

**Subject: Withdrawing an FY 1998 Erroneous Data Appeal**

Dear Default Management Division:

Electrical Institute, **OPE ID#** 000030, is withdrawing its FY 1998 appeal based on allegations of erroneous data.

The school has no other adjustments/appeals pending with the Department for review.

Thank you for your consideration.

Sincerely,

*Stephanie Simms*

Stephanie Simms, President  
Electrical Institute

cc: State Guaranty Agency